



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 01-09-003	OPENING DATE: 01-23-09	Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: <b>Director Domestic Violence Program</b>	TYPE OF APPOINTMENT: Court Executive Service	SALARY: \$133,000 - \$157,200 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Domestic Violence Program	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** The Director of the Domestic Violence Program provides overall administrative coordination and policy direction to effectively accomplish the mission of the Program. Develops, organizes, coordinates, directs and evaluates the policies, programs, personnel and procurement needs of each Program branch. Reviews all Program forms for conformity with existing rules and designs new forms as rules are amended or adopted. Reviews, analyzes and interprets pertinent District of Columbia and United States Codes, decisions of the US Supreme Court and the District of Columbia Court of Appeals, and Federal Rules relating to court procedures; confers with and recommends to Judges and the Clerk of the Court passage, amendment or withdrawal of proposed legislation on relevant domestic violence issues. Prepares and submits monthly, annual and special statistical reports of the Program's activities to, and conducts research in order to respond to written or oral inquiries from, the Chief Judge, Executive Officer, Clerk of the Court and Judges assigned to the Program. Responsible for staff development and training, program evaluation, budget direction, divisional procurement and management of staff.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in business or public administration, court management, criminal justice, or other relevant field, plus six (6) years of senior level management experience in planning, administering and evaluating programs in a court or relevant social service environment. An advanced degree in a related field can be substituted for up to two years of required experience. Documentation of education must be submitted with your application. Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate candidates' qualifications for the position. All applicants **MUST** respond to each ranking factor on separate sheets of paper. Please describe experience or education which indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Ability to analyze and interpret the District of Columbia Codes, United States Codes, decisions of the United States Supreme Court and the District of Columbia Court of Appeals, and Federal Rules of Procedure, as well as recently passed or proposed legislature, related to pertinent Program and Court issues.
2. Ability to conduct legal research and prepare recommendations on legal, legislative, or procedural issues pertaining to Program operations.
3. Ability to prepare, justify and present budget requests.
4. Ability to communicate, orally and in writing, and to establish and maintain effective and confidential working relationships with a wide variety of personnel, such as judges, court managers and administrators, attorneys, government agencies, judicial agencies and the public.
5. Ability to select, train, supervise and manage staff in the performance of court related functions.

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection

### Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212;  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.  
For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.